

INSTRUCTIONS FOR COMPLETING THE DOH DATA SHARING AGREEMENT

GENERAL: The Office of Contracts, Properties and Procurement (OCP) is authorized to sign all agreements or contracts on behalf of DOH. **The program may seek signature authorization for data sharing agreements if they so choose; signature authorization is granted by the secretary for the Department.** Please contact the OCP to obtain this signature authority at 236-3912.

DOH #: This is the contract number assigned by the program **IF** they have authorized signature authority (see above). If the program does not have authorized signature authority, then OCP shall assign the agreement number and also sign the agreement.

CONTRACT PROVISIONS: The following list of contract provisions require information from the program to be complete. **Provide information in all sections indicated and do not change any other language in the provision. All other provisions shall remain UNCHANGED or responsibility for the agreement will revert OCP.**

- I. ENTITIES RECEIVING AND PROVIDING DATA: Data recipient is the external entity that is asking for data from DOH. Data Provider is the DOH program. The names provided should be those who will be conducting the arrangements and/or monitoring the agreement.
- II. PURPOSE AND AUTHORITY/SCOPE OF AGREEMENT:
 - A. PURPOSE: Explain in detail what this data will be used for and the benefits or outcomes of access to the data.
 - B. LEGAL AUTHORITY: Provide the legal basis for sharing the data (i.e. Interlocal Cooperation Act, program specific, or condition specific RCWs, etc.) See DOH policy 17.005 and Program/Office/Division policies.
 - C. PERIOD OF PERFORMANCE: State the time periods the agreement spans; if you would like the agreement to be open-ended, put “indefinite” (i.e. May 1, 1999 through indefinite).
- III. DESCRIPTION OF DATA: Describe **ALL** data to be provided under this agreement in detail. List all data sets and the years provided. Include, if necessary, a list of variables and/or deliverables. If the data list is lengthy, you can list all data and/or variables and deliverables under Attachment 1 and refer to Attachment 1 in this section.
- IV. ACCESS TO DATA:
 - A. METHOD OF ACCESS/TRANSFER: Choose the appropriate method.
 - B. PERSONS HAVING ACCESS TO DATA: State the contractor’s name in the first sentence.
 - C. FREQUENCY OF DATA EXCHANGE: Choose the appropriate variable.
 - D. OTHER PROVISIONS REGARDING DATA: Indicate whether HRRB review was done. Also, if necessary show any other provisions which relate to the data provided under this agreement.
- V. SECURITY OF DATA:
 - B. DATA DISPOSITION: Choose the appropriate method and, if necessary, supply a period of time in checkbox three.
- VI. CONFIDENTIALITY:
 - A. REGULATIONS COVERING CONFIDENTIALITY OF DATA: Include other confidentiality regulations pertinent to this agreement if applicable.

- VII. PAYMENT: Select if payment for data will be made and any charges or waivers of payment, as necessary. If payment for data will be made, check the BILLING PROCEDURE box.
- XI. RIGHTS IN DATA: In the second paragraph, the data provider program should be cited as the source of data.

APPENDIX A: All users of the information supplied under this agreement MUST sign and return this form to the Data Provider. These forms will be kept on file and updated as necessary (as staff are dropped or added) for the period of the agreement. Signatures should be on file prior to the release of the data.

APPENDIX B: This form is completed and returned by the Data Recipient when the agreement period is over. This form should be received before closing out an agreement file.

AMENDMENT: When changes to an agreement are requested, the amendment form is used to document those changes. Only changes to Sections I-VII of the agreement may be made using this form. Changes to other parts of the agreement must go through OCCP.

1. Detail the changes (inserts, deletions) to be made to the existing agreement by section and note where they occur. Use the actual contractual language here.
2. If attachments with information on the data being shared are changed, note here and include the new attachments or changes.

If questions arise on the use of this agreement, please contact OCCP at 236-3912 or (do we want to add any of our names to respond to this?)